HAWC
Position Description

Position Title: Grant Writer (consultant) **Effective Date:** 6/22/09
Department: Development
Reports To: Executive Director **Hours**: up to 8 hours per week

Position Summary:
This part-time consulting position is responsible for preparing and submitting grant applications (city, state, federal and foundation), related reports and correspondence on HAWC's behalf throughout the fiscal year. Working with the Executive Director and program directors the grant-writer submits new and renewal grant applications adhering to the deadlines and requirements of each funder.

Position Experience: Demonstrated grant writing success: city, state, federal & foundation grants
Self-starting and self-motivated
Clear and concise writing and oral communication skills
Understanding of domestic violence and commitment to HAWC's mission
Ability to work with program staff on grant design and outcome reports
Ability to develop and follow a work plan and meet multiple deadlines
Excellent organizational and administrative skills with attention to detail
Ability to research and analyze new grant opportunities
Strong computer skills

Position Details:

- Prepares complete grant application packages, adhering to specific submission requirements and deadlines
- Meets with program staff as appropriate to develop need statement, define program implementation strategies, measure outcomes and evaluate program effectiveness
- Keeps accurate records and files of all grants submitted
- Disseminates all grant reporting requirements to the appropriate team leader and follows up to ensure timely report submissions to funders
- Submits monthly report to Development Director (for Board financials) with grants funded/revenue raised; grants pending and rejected as well as upcoming deadlines and opportunities
- Develops an annual work plan to track and meet all city, state, federal and foundation grant deadlines
- Conducts on-going research on new foundations and funding opportunities, evaluates guidelines and time frames, and makes recommendations to HAWC team leaders
- Participates in Development team meetings and other agency meetings as appropriate

SALARY: Negotiable based on experience; HAWC is an equal opportunity employer.

Send or email resumes to:
info@helpabusedwomen.org
HAWC
27 Congress Street
Salem, MA 01970